



OFFICE OF HUMAN
RESOURCES
AND COMPLIANCE

Volunteer Assignments & Procedures

Federal wage laws limit how we can use volunteers. To ensure compliance, we must adhere to the conditions and procedures below.

Volunteers Only

Individuals may, at times and at the suggestion of the University or the individual, desire to perform volunteer work at the University without expectation for compensation or other benefits. To qualify as a volunteer, the following conditions must be met:

1. A position is either a "volunteer" or "paid work" position. "Volu-work" positions are not allowed. Therefore, a volunteer cannot receive an honorarium, stipend payment, gift card or similar item that is paid from Messiah University funds.
2. A position cannot be filled with a volunteer if the position is currently, or has been, a paid position in the past.

Employees Volunteering Additional Services

Employees may, at times, wish to volunteer additional services to the University for special activities or events. Employees may be considered to be providing unpaid volunteer services if:

1. The additional services are NOT closely related to the employee's regular work assignment.
2. The additional services are NOT required by the supervisor or another University employee.
3. The employee is paid for volunteer time during normal working hours and is NOT required to make up time lost during the employee's regular workday for the volunteer assignment.
Example: Service Day

Additional Guidelines

Emergency. Campus supervisors should establish and notify their volunteers of their plan for emergency communications. Volunteers can also learn about emergency closure via the University's home page (www.messiah.edu) and Emergency Information Hotline (717-691-6084).

Employee Events. Volunteers may attend an established appreciation event for employees in the respective department(s) by invitation. Please note that due to space constraints, we cannot accommodate volunteers at the Employee Recognition Reception or the Employee Christmas Luncheon.

Injury. If a volunteer is injured during the course of a volunteer activity, he/she must immediately report the injury to a supervisor.

Transporting Students. A volunteer who is not also a Messiah University employee, student employee, or current student is not permitted to drive a University vehicle or transport any Messiah University students or employees in his/her car on University business. The exception to this rule is Collaboratory volunteers who have a higher level of involvement with students and projects and may have a need to provide transportation to students. These Collaboratory volunteers are first required to go through the online training process and apply for approved driver status [here](#):

https://www.messiah.edu/info/20570/safety_training/820/University_fleet_driving_services. After becoming approved drivers, they may transport students in University fleet vehicles. Students should never be transported in personal vehicles on University business.

Working with Minors. **In general, volunteers should not be working with minors. Volunteer activity that includes interactions with minors requires more extensive background checks and may require additional training.** If your volunteer assignment includes interactions with minors, please reach out to the Office of Human Resources & Compliance at (717) 796-5300 for further instructions.

Procedures for Bringing on Volunteers

The department supervisor is responsible for ensuring that all required forms and background checks are submitted to HR&C prior to the start of the volunteer activity. HR&C will securely retain this information. After submission of these forms and background checks to HR&C, all other copies should be shredded. For security purposes, other departments should not retain copies of personal volunteer data. If a volunteer has not submitted the required forms and satisfactory background checks to HR&C by the deadline, he/she will not be permitted to volunteer at the University.

Note regarding the Volunteer Profile Form: The volunteer should fill out as much as possible of this form and sign it, then submit it to the department supervisor to fill out the remaining information. The completed form must be signed by the Director or Department Chair.

Forms and Background Checks Required by Volunteer Roles

	Forms		Background Checks			
	Volunteer Profile Form (VPF) <i>Addendum A</i>	Volunteer Release Form (VRF) <i>Addendum B</i>	Consent for Ref & Back Checks <i>Addendum C</i>	PA State Police (PATCH) <i>Addendum D</i>	FBI (Identogo) Fingerprinting <i>Addendum D</i>	PA Child Abuse Clearance <i>Addendum D</i>
Volunteers outside the Collaboratory, not interacting with minors	✓	✓	✓	✓		
Volunteers outside the Collaboratory, interacting with minors	✓	✓	✓	✓	✓	✓
Collaboratory volunteers	✓	✓	✓	✓	✓	✓

How do I know if my volunteer activity falls under the definition of “interacting with minors”?

“Interacting with minors” includes activities in which you are responsible for a child’s welfare, have direct volunteer contact with children (anyone under the age of 18), and/or activities that include dual enrolled students.

Who pays for the background checks?

The hosting department is responsible for paying for the cost of the volunteer's background checks, regardless of residency status.

Background Checks for Pennsylvania Residents

- *FBI Fingerprinting Check*: The volunteer should talk to the administrative assistant in his/her department regarding payment for the FBI (Identogo) Fingerprinting Check, prior to beginning the background check process.
- *PATCH & Child Abuse Clearances*: The PA State Police Check (PATCH) and Child Abuse Clearance are currently free for volunteers.

Background Checks for Non-Pennsylvania Residents

- *Intellicorp (run by HR&C)*: HR&C will charge the department using the account number listed on the Volunteer Profile Form (VPF) for the background check that HR&C completes. HR&C charges these expenses monthly, via Journal Entry.

How do I submit the required forms and background check(s)?

Some of the required forms and background checks include sensitive information. The volunteer may choose to submit these forms directly to HR&C via Secure Document Upload: http://www.messiah.edu/upload_hrgeneral (please note the underscore between “upload” and “hrgeneral”) or deliver them personally to the Office of HR&C in Old Main 118. ***Please note that the Volunteer Profile Form (VPF) requires the signature of a Director or Department Chair.***

Alternatively, the volunteer may submit the required forms and background checks to the department supervisor. The department supervisor is responsible for ensuring that all volunteer forms are submitted to the Office of Human Resources & Compliance (Old Main 118) by the deadline (see below).

When are the background checks due?

Out of State Residents - If required by your role, the Consent for Volunteer Reference and Background Checks form is due to HR&C at least two weeks prior to the start of the volunteer activity. This is to ensure that HR&C has time to conduct this background check and for a satisfactory report to be received prior to the start of the volunteer assignment.

Pennsylvania Residents - The PA State Police Check (PATCH), FBI (Identogo) Fingerprinting Check, and Child Abuse Clearance must be submitted to HR&C one week before the first day of the volunteer's assignment. Please submit all of the required background checks together.

How long are the background checks valid?

Background checks are valid for five years or 60 months. HR&C will accept (original) background checks that have been completed within that timeframe. However, if the background checks submitted will expire within six months of submission, HR&C reserves the right to require updated clearances.

The Volunteer Release Form (VRF) asks me to read and acknowledge seven different forms and policies (Commitment to Confidentiality, Family Educational Rights and Privacy Act (FERPA), Worker's Compensation – Employee Acknowledgement, Drug-Free Workplace Acknowledgement

& Agreement, Weapon-Free Workplace Policy, Hazard Communication General Awareness, and Lock Out/Tag Out General Awareness). Where can I access these forms?

These seven forms can be found in the Human Resources & Compliance section of the Messiah University website: <https://www.messiah.edu/hrc>. Click on “Volunteers” in the navigation menu on the left and then on “Volunteer Forms.”

Employees who need ADA-accessible documents should contact the Office of Human Resources & Compliance.



Addendum A – Volunteer Profile Form (VPF)

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Salutation: [] Ms. [] Mrs. [] Mr. [] Dr. [] Rev.
Last Name: _____ Sex: [X] Male [] Female
First Name: _____ ID#: _____
Middle Name: _____ Suffix: _____
Nickname or name you wished to be known by _____
Address: Street1: _____
Street2: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Mobile: _____ Driver's License #: _____
E-mail address: _____
Is this individual previously affiliated with the University? [] Yes [] No Explain? _____
Title(s) of volunteer position: _____
How did you learn of this position? _____
Volunteer Dates FROM: _____ TO: _____ [] Ongoing
Campus: [] Grantham [] Winding Hill Office Bldg/Room: _____
School/Department/Assignment _____
Work Supervisor(s) _____
Departmental org/account number (for background check charge) _____ - _____

In Case of an Emergency Notify: (Please list contact numbers in priority order)

Name #1 _____ Relationship _____
Phone _____ Phone Type [] Home [] Work [] Cell
Phone _____ Phone Type [] Home [] Work [] Cell
Name #2 _____ Relationship _____
Phone _____ Phone Type [] Home [] Work [] Cell
Phone _____ Phone Type [] Home [] Work [] Cell
Physician _____ Phone _____

Signatures:

[] I certify that I have read and agree with these statements and acknowledge that, by checking this box and signing below, I understand that this electronically serves the same purpose as affixing my original signature to this document.

Volunteer _____ Date: _____
Director/Dept Chair _____ Date: _____
Print Name Signature



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Addendum B – Volunteer Release Form (VRF)

I _____ (name) willfully consent to providing volunteer services in _____ (department) at Messiah University (also referred to as “the University”). I understand that this activity does not establish me as an employee of the University and that the volunteer services or activities that I provide or engage in do not entitle me to any compensation or benefits from the University.

As a volunteer, I agree to conduct myself in a manner consistent with the values and mission of Messiah University. I understand that I am required to pass a criminal background check before my assignment begins. I also understand that as a volunteer, I am expected to adhere to University policies, including, but not limited to, policies on ethical conduct, safety, the protection of sensitive information, policies prohibiting any form of harassment (including the harassment, stalking, sexual assault and interpersonal violence policy), the drug and alcohol policy, weapons-free policy and the intellectual property policy. Copies of these policies are available on the University website or from the Office of Human Resources and Compliance. Questions or complaints about discrimination or concerns regarding the violation of University policy should be directed to the Office of Human Resources & Compliance and/or the Department of Safety.

I have specifically read and I acknowledge the following forms found in the [Human Resources section](#) of the Messiah University website: Commitment to Confidentiality, Family Education Rights and Privacy Act (FERPA), Worker’s Compensation – Employee Acknowledgement, Drug-Free Workplace Acknowledgement and Agreement, Weapon-Free Workplace Policy, Hazard Communication General Awareness, and Lock Out/Tag Out General Awareness.

I understand that as a volunteer I am not authorized to act in any way on behalf of the University in business matters, including purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the University into an agreement. I understand that I do not have the authority to speak publicly on behalf of the University.

I freely and voluntarily agree to assume all risks and responsibilities associated with this volunteer activity. I acknowledge that both I and the University are free to end this volunteer relationship at any time for any reason. I understand that Messiah University has the right to modify this agreement at any time and without prior notice.

I am aware of the terms and conditions of this agreement and I voluntarily sign this release. I am eighteen years of age or older and my signature below indicates my complete and willful consent.

I certify that I have read and agree with these statements and acknowledge that, by checking this box and signing below, I understand that this electronically serves the same purpose as affixing my original signature to this document.

Volunteer’s Signature _____ Date: _____

Printed Name _____

Home Address _____

Phone Number _____



Addendum C – Consent for Volunteer Reference and Background Checks

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I recognize that any offer of volunteer work made to me by Messiah University is conditional upon reference and background checks which are acceptable to the University, and that information obtained during this process may result in my not being able to volunteer for Messiah University. I understand that Messiah University and/or its designated representatives will conduct reference and background checks thoroughly and within the confines of all applicable state and federal laws.

I understand that Messiah University will maintain any information obtained as a result of my signing this Consent in a confidential file in the Office of Human Resources & Compliance.

I understand that a background check is being performed as part of the process to evaluate me prior to commencing volunteer work, and is not conducted for any other purpose. I authorize Messiah University, or its designated representative presenting this consent or a photocopy thereof, to obtain the following records and information in connection with my application for volunteering with the University insofar as the records and information are relevant to the volunteer position for which I am applying:

- Criminal History and Convictions Motor Vehicle Operation
- Certification and Licensing Educational History and Credentials
- Employment Eligibility (Social Security Number Verification)
- Prior Employment Information Personal or Professional References

If the position for which I am applying specifically requires a personal credit history acceptable to Messiah University, I understand that I will be required to sign a separate Fair Credit Reporting Act Consumer Report Disclosure authorizing Messiah University to obtain the same. No personal credit history will be obtained by Messiah University without this authorization.

I authorize all persons who are the custodians of these records, or who may have information relevant to my application for volunteering, to provide records or disclose such information to Messiah University and/or its designated representative.

I release Messiah University, its employees, designated representatives, agents, officers and trustees, as well as all persons or entities who provide records or disclose information, from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

I certify that I have read and agree with these statements and acknowledge that, by checking this box and signing below, I understand that this electronically serves the same purpose as affixing my original signature to this document.

Signature of Applicant _____ Date _____

Printed Name (First, Middle, Last) _____ (Maiden) _____

Date of Birth _____

Telephone Number _____

Home Address (Street, City, State, Zip) Last Prior Address (Street, City, State, Zip)

E-mail Address (Required) _____

If any additional information relative to change of name or use of an assumed name or nickname is necessary to enable a check on your background, please provide it. This form asks for sensitive information. The volunteer may choose to submit this form directly to HR&C via Secure Document Upload: http://www.messiah.edu/upload_hrgeneral (please note the underscore between "upload" and "hrgeneral") or hand deliver it to the Office of HR&C in Old Main 118.



Addendum D – Three-Phase Background Check

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You are required to provide 2 or 3 background checks prior to your first day of volunteer work:

1. **PA State Police Check – Free for Volunteers**
2. **FBI Fingerprint Check**
3. **Child Abuse Clearance – Free for Volunteers**

This memo provides directions for obtaining the required background checks for volunteer work at Messiah University. If you currently have the above background checks, and if they have been conducted within the last 60 months at the time of your start date, they will be accepted with your volunteer paperwork. If you do not have current background checks, or if your checks are older than 60 months, **you will need to start this process immediately** as the clearances can take a number of weeks to be completed and returned. Please see below helpful links in order for you to begin this process.

If you are currently living in another state (other than Pennsylvania), you do not need to provide the above clearances. Instead, the Human Resources department will conduct an extensive criminal record clearance on your behalf through Intellicorp that satisfies the above requirements.

1. PA STATE POLICE CHECK (PATCH)

<https://epatch.state.pa.us/Home.jsp> This is the Pennsylvania State Police check which can be processed online and the results typically are available immediately or within the same business day. If the results are not ready immediately, be sure to copy down the Control Number of your pending request. This, along with other personal information, is needed to obtain the results at a later time. You will need to print the clearance results.

FBI FINGERPRINT CLEARANCE (IDENTOGO)

<https://uenroll.identogo.com> The FBI Check is a three-step process:

- A) First, you must register online by providing the requested information. **Please note that on the first page, you will need to input the following code: 1KG756.** You can schedule an appointment at a fingerprinting facility or select the option of “walk-in.” The following is a list of local facilities:

IdentoGO (located inside PA Auto License Brokers)	IdentoGO (located inside Unique Home Care)
6483 Carlisle Pike, Ste 104	204 3 rd Street
Mechanicsburg, PA 17050-2346	New Cumberland, PA 17070-2108

IdentoGO (located inside Bosler Memorial Library)
158 W. High St
Carlisle, PA 17013-2924

IdentoGO
1800 Linglestown Rd, 2nd Floor Ste 201
Harrisburg, PA 17110-3345

IdentoGO (located inside the Red Land Public Library)
70 Newberry Commons
Etters, PA 17319-9358

- B) Second, you will need to take payment and valid identification, including one government-issued photo ID, to your designated appointment.
- C) Third, after providing the fingerprints at the facility, **the results will be mailed to the home address that you entered online.** The waiting period for the results currently is 2-4 weeks. Once you receive the results, you will need to provide them to the University with your other clearances.

2. PA CHILD ABUSE CLEARANCE

<https://www.compass.state.pa.us/cwis/public/home> Please note this particular clearance can be aggravating. It is likely helpful if you read the instructions ahead of time.

- a) In order to proceed in filling out the online Child Abuse Clearance Application, you must first create an account.
- b) At the start of the account form, you will be asked to fill in a Keystone ID. It's not readily obvious, but when setting up your account, you need to make up a Keystone ID of your choice.
- c) After you have set up an account, you will be given a temporary password through email. You must log in again to create your unique, personal password. **It is important to record or note your Keystone ID and Password for future reference.**
- d) When asked for the purpose of the application, select "Volunteer Having Contact With Children."
- e) This online form requests personal information, including *extensive address history*.
- f) The completed on-line form is sent directly to the department of welfare, and typically takes 14 days to process. The option will be given at the beginning of the process as to whether the results are to be mailed to a home address, or retrieved electronically. If you have chosen to obtain the results online, within 14 days you will receive an email response that your results are ready. Log on to the site with your Keystone ID and personal password to retrieve them.